

**West Nyack Free Library  
Annual Materials Checklist  
November 14, 2022**

- **2022 Annual Meeting Agenda**
- **Annual Meeting Minutes – 11-8-22**
- **Board of Trustees Conflict of Interest Policy**

**Board Meeting Materials Checklist  
November 14, 2022**

- **2022 Board Meeting Agenda**
- **October 10, 2022 Minutes**

**October 2022 Financials:**

- **Balance Sheet Previous Year Comparison – 10-31-22**
- **Profit & Loss Year Comparison – January to October 2022**
- **Profit & Loss Budget vs. Actual – January to October 2022**
- **Profit & Loss Monthly – January to October 2022**
- **Profit & Loss – October 2022**
- **Check Register – October 2022**
  
- **Director's Report – October 2022**
- **October 2022 Statistics**
- **Demco Magazine Tower Proposal**
- **Mold Testing Proposal**

West Nyack Free Library  
Library Board of Trustees Meeting  
November 14, 2022

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Regular Meeting Agenda

- I. Call to Order
- II. Minutes from October Board Meeting
- III. Financials
  - a. 2022 Income and Expenses through October 2022
  - b. Bank Account Analysis through October 2022
  - c. Approval of Checks and Warrants through October 2022
- IV. Committee Assignments & Reports
- V. Director's Report
- VI. Old/Unfinished Business
- VII. New Business
  - a. Request approval for Magazine Tower
  - b. Mold Inspection Company quotes
  - c. Budget/salary review for 2023

**WEST NYACK FREE LIBRARY  
BOARD OF TRUSTEES  
October 10, 2022  
Minutes – DRAFT**

Minutes: Meeting of the Board of Trustees

Date: October 10, 2022

Present: Lorette Adams, Justin Baker, Kurt Mohr, Chris Maloney, Steven Schmelkin, Cynthia Sheridan, Ilene Weitzner, Dina Rosco

Absent: Frank Alkin

- I. **Call to Order:** K. Mohr called the meeting to order at 7:33 pm
- II. **Minutes:** September 12, 2022; C. Maloney moved to accept the minutes of September 12, 2022; J. Baker seconded the motion; passed unanimously.
- III. **Financial Reports:** presentation by Treasurer L. Adams
  - A. 2022 Income and Expenses through September 2022
  - B. Bank Account Analysis through September 2022
  - C. Approval of checks and warrants through September 2022: C. Maloney moved to approve the expenditures; I. Weitzner seconded the motion; passed unanimously.
- IV. **Committee Assignments and Reports**
  - A. Building and Grounds-
    1. J Baker shared Ascape Landscape’s design plan. Following discussion, C. Maloney made a motion to approved the submitted proposal not to exceed \$6,700. C. Sheridan seconded the motion; passed unanimously.
    2. J. Baker met with Precision Roofing who advised that the roof needs a little maintenance. L. Adams made a motion to approve the hiring of Precision Roofing for \$3,750 to complete the repair work. J. Baker seconded the motion; passed unanimously.
  - B. Planning –
  - C. Public Relations – C. Sheridan
    1. The library trustees will have a promotional table this Sunday, October 16 at the Heritage of West Nyack Fall Festival.
    2. Once again, the West Nyack Library is collecting donations for The Great Giveback, as we are supporting both Center for Safety & Change and People to People.
  - D. Finance – L. Adams moved to accept the RCLS Budget as presented. J. Baker seconded the motion; passed unanimously.
  - E. Technology –
  - F. Administration –

1. L. Adams made a motion to reconfirm the vote taken by email for the hiring of Carmela Fior as a Human Resources Assistant beginning October 17. S. Schmelkin seconded the motion; passed unanimously.
2. L. Adams moved to to give Yixsi Echavarria half of the next financial bonus being given to department heads for the additional responsibilities they have taken on due to the absence of a director. C. Maloney seconded the motion; passed by majority, 1 vote 'No'
3. L. Adams moved to accept with regrets the resignation of Magalena Parvulescu as of October 18, 2022. J. Baker seconded the motion; passed unanimously.
4. L. Adams moved to hire Vivian London-Crooks of London Tax Services as our new Bookkeeper at a salary of \$400 a month. C. Sheridan seconded the motion; passed unanimously. It is noted that with continuing discussion and unanimous revote, the amended monthly salary will be \$475.
5. C. Sheridan moved that the library will include Veteran's Day as a paid holiday and the library will be closed. As programing has already been scheduled for 2022, this will begin in 2023. S. Schmelkin seconded the motion; passed by majority with 1 abstention.
6. K. Mohr moved to reconfirm the vote previously taken email vote to employ Pro Libra at the core of \$12,000 to assist in hiring our Library Director. C. Maloney seconded the motion; passed unanimously.
7. I. Weitzner made a motion to offer a contract of employment to Karen O'Malley as Director of West Nyack Free Library at a salary of \$100,000 with a \$2,000 moving stipend if she moves locally within the first year. S. Schmelkin seconded the motion; passed unanimously. (We gladly note that Karen O'Malley accepted the position of Director and will begin Monday, October 17, 2022)

**VI. New Business:** L. Adams moved to go into executive session at 8:53.

L. Adams moved to leave executive session at 9:30

**IX. Adjournment:** S. Schmelkin made a motion to adjourn the meeting; meeting was adjourned at 9:33 pm.

Respectfully submitted,  
Ilene Weitzner

**West Nyack Free library**  
**Balance Sheet Prev Year Comparison**  
As of October 31, 2022

	Oct 31, 22	Oct 31, 21
<b>ASSETS</b>		
<b>Current Assets</b>		
Checking/Savings		
NOW STERLING NATIONAL BANK (MUNICIPAL CHECKING PLUS)	2,279,066.34	1,965,734.05
Petty Cash	50.00	50.00
STERLING NATIONAL BANK checking (MUNICIPAL CHECKING)	34,139.98	13,414.30
<b>Total Checking/Savings</b>	<u>2,313,256.32</u>	<u>1,979,198.35</u>
<b>Total Current Assets</b>	<u>2,313,256.32</u>	<u>1,979,198.35</u>
<b>Fixed Assets</b>		
Accumulated Depreci. Library (Accumulated Depreciation -Library Coll...)	-244,706.17	-819,628.11
Accumulated Depreciation		
Accum Depreciation-Leasing	-121,732.27	-72,169.42
Accumulated Depreciation - Other	-1,048,128.62	-1,008,524.85
<b>Total Accumulated Depreciation</b>	<u>-1,169,860.89</u>	<u>-1,080,694.27</u>
Building	1,544,547.00	1,544,547.00
Land	60,000.00	60,000.00
Leasehold improvements	807,684.70	544,809.70
<b>Total Fixed Assets</b>	<u>997,664.64</u>	<u>249,034.32</u>
<b>Other Assets</b>		
Inventory	401,936.35	978,303.66
Prepaid Expenses	15,350.51	30,574.19
<b>Total Other Assets</b>	<u>417,286.86</u>	<u>1,008,877.85</u>
<b>TOTAL ASSETS</b>	<u><u>3,728,207.82</u></u>	<u><u>3,237,110.52</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Accounts Payable		
Accounts Payable (Unpaid or unapplied vendor bills or credits)	25,595.76	3,765.36
<b>Total Accounts Payable</b>	<u>25,595.76</u>	<u>3,765.36</u>
<b>Other Current Liabilities</b>		
Accured Expenses	11,000.00	11,900.00
Deferred Revenue	1,310,979.00	1,285,372.00
Payroll Liabilities (Unpaid payroll liabilities. Amounts withheld o...	34,057.77	33,369.67
Pension Payable (ER) (Employer Portion)	-0.01	4,985.16
<b>Total Other Current Liabilities</b>	<u>1,356,036.76</u>	<u>1,335,626.83</u>
<b>Total Current Liabilities</b>	<u>1,381,632.52</u>	<u>1,339,392.19</u>
<b>Total Liabilities</b>	<u>1,381,632.52</u>	<u>1,339,392.19</u>
<b>Equity</b>		
Board restricted-Capital Funds	280,000.00	280,000.00
Perm. Restricted Net Assets (Other Income)	-329.94	0.00
Unrestricted Net Assets (Other Income)	2,920,277.07	2,793,941.59
Net Income	-853,371.83	-1,176,223.26
<b>Total Equity</b>	<u>2,346,575.30</u>	<u>1,897,718.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,728,207.82</u></u>	<u><u>3,237,110.52</u></u>

**West Nyack Free library**  
**Profit & Loss Prev Year Comparison**  
 January through October 2022

	Jan - Oct 22	Jan - Oct 21
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>Gifts</b>		
Friends of the Library	1,307.59	32.46
Gifts - Other	658.00	2,147.81
<b>Total Gifts</b>	1,965.59	2,180.27
<b>Grants</b>	8,410.00	11,268.00
<b>Interest Income</b>		
Interest Income-NOW SNB	12,155.90	1,627.70
<b>Total Interest Income</b>	12,155.90	1,627.70
<b>Miscellaneous</b>		
Copier, Print & Fax	851.70	1,905.45
Dividend - insurance	59.82	0.00
Fines	2,838.70	1,004.33
Other	200.00	0.00
<b>Total Miscellaneous</b>	3,950.22	2,909.78
<b>Total Income</b>	26,481.71	17,985.75
<b>Gross Profit</b>	26,481.71	17,985.75
<b>Expense</b>		
<b>Capital Fund</b>	0.00	257,000.00
<b>MATERIALS</b>		
<b>Books</b>		
Adult Audio Books (Adult Audio Books)	4,098.56	4,707.64
Adult Books	22,659.14	22,449.62
Adult EBooks (Adult EBooks)	7,424.90	9,775.75
Adult Reference Books (Adult Reference Books)	740.57	1,111.58
Children's Audio Books (Children's Audio Books)	79.05	383.99
Children's Books	13,068.15	12,532.52
Young Adult Audio Books (Young Adult Audio Books)	361.02	370.11
Young Adult Books (Young Adult Books)	2,477.84	4,976.75
<b>Total Books</b>	50,909.23	56,307.96
<b>Movies, Music &amp; (Games)</b>		
Adult CD's/Music (Adult Music)	1,197.35	1,411.86
Adult DVD's (Adult DVD's)	4,037.17	3,828.14
Children's CD Music	37.98	91.93
Children's DVD's	826.44	814.65
Games	68.00	635.05
<b>Total Movies, Music &amp; (Games)</b>	6,166.94	6,781.63
<b>Online services/Databases</b>	6,953.02	6,993.20
<b>Periodical/Non-Book</b>	5,339.10	6,290.89
<b>Total MATERIALS</b>	69,368.29	76,373.68
<b>OPERATIONS</b>		
Association Dues	584.00	635.00
<b>Bookkeeping/Payroll Serv. Fee</b>		
Bookkeeping	3,809.85	4,738.26
Payroll services fee	4,429.05	4,447.10
<b>Total Bookkeeping/Payroll Serv. Fee</b>	8,238.90	9,185.36
Building & Equipment Services	29,216.47	33,385.66
Conferences & Travel	181.33	-169.76
Copier	8,703.85	6,204.00
Friends of the Library	1,406.50	0.00
Insurance	9,386.46	23,345.60
IT Hardware/Software	753.11	1,577.39
Miscellaneous Expenses	6,623.69	1,741.32
<b>Office &amp; Custodial Supplies</b>		
Custodial Supplies	1,589.26	972.68
Office & Custodial Supplies - Other	10,172.21	8,706.52
<b>Total Office &amp; Custodial Supplies</b>	11,761.47	9,679.20
Postage	10,348.95	9,039.53
Printing	4,430.00	4,000.00
Professional Fees	11,200.00	11,062.86

**West Nyack Free library**  
**Profit & Loss Prev Year Comparison**  
 January through October 2022

	Jan - Oct 22	Jan - Oct 21
<b>Programs</b>		
Childrens Program	100.00	100.00
Childrens Program Supplies	198.90	0.00
Presenters	13,789.00	8,970.00
Program Supplies	2,173.69	2,907.23
Programs - Other	100.00	432.96
<b>Total Programs</b>	<b>16,361.59</b>	<b>12,410.19</b>
RCLS/Online Cat/Circulation	42,230.67	44,466.01
Repairs/Inrastructure	3,298.18	2,865.00
Utilities (Water, Gas, Electric & Telephone)	28,791.92	27,719.57
<b>Total OPERATIONS</b>	<b>193,517.09</b>	<b>197,146.93</b>
Other Miscellaneous	0.00	74.44
<b>Payroll Expenses (Payroll expenses)</b>		
Disability Tax	-614.94	-661.25
Employee Pension	0.00	0.00
Family Leave Paid (Family leave paid (FLI)-deduction)	-2,494.23	-2,798.18
Federal Withholding Tax	0.00	-33.31
Flexible Spending Account (FSA)	1,128.22	0.00
Flexible Spending Admin Set up	150.00	0.00
Health Insurance	21,806.99	18,452.28
Salaries	521,688.48	590,831.17
Social Security/Medicare	38,352.55	43,427.82
State Unemployment Tax	6,287.48	5,397.97
Tax Adjustment (FFCR Act -Sick (Tax Adjustment (FFCR Act-SickPay))	0.00	-4,192.54
WNFL Pension	3,821.33	10,180.62
<b>Total Payroll Expenses (Payroll expenses)</b>	<b>590,125.88</b>	<b>660,604.58</b>
<b>Total Expense</b>	<b>853,011.26</b>	<b>1,191,199.63</b>
<b>Net Ordinary Income</b>	<b>-826,529.55</b>	<b>-1,173,213.88</b>
<b>Other Income/Expense</b>		
Other Expense		
workers' compensation	5,039.22	5,163.58
<b>Total Other Expense</b>	<b>5,039.22</b>	<b>5,163.58</b>
<b>Net Other Income</b>	<b>-5,039.22</b>	<b>-5,163.58</b>
<b>Net Income</b>	<b>-831,568.77</b>	<b>-1,178,377.46</b>

**West Nyack Free library**  
**Profit & Loss Budget vs. Actual**  
 January through October 2022

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Clarkstown Central School	0.00	1,311,079.00	-1,311,079.00	0.0%
<b>Gifts</b>				
Friends of the Library	1,307.59	1,500.00	-192.41	87.2%
Gifts - Other	658.00			
<b>Total Gifts</b>	1,965.59	1,500.00	465.59	131.0%
<b>Grants</b>	8,410.00	10,000.00	-1,590.00	84.1%
<b>Interest Income</b>				
Interest Income-NOW SNB	12,155.90			
<b>Total Interest Income</b>	12,155.90			
<b>Miscellaneous</b>				
Copier, Print & Fax	851.70	1,500.00	-648.30	56.8%
Dividend - insurance	59.82			
Fines	2,838.70	9,300.00	-6,461.30	30.5%
Other	200.00			
<b>Total Miscellaneous</b>	3,950.22	10,800.00	-6,849.78	36.6%
<b>Total Income</b>	26,481.71	1,333,379.00	-1,306,897.29	2.0%
<b>Gross Profit</b>	26,481.71	1,333,379.00	-1,306,897.29	2.0%
<b>Expense</b>				
Capital Fund	0.00	40,000.00	-40,000.00	0.0%
<b>MATERIALS</b>				
<b>Books</b>				
Adult Audio Books (Adult Audio Books)	4,098.56	5,500.00	-1,401.44	74.5%
Adult Books	22,659.14	34,300.00	-11,640.86	66.1%
Adult EBooks (Adult EBooks)	7,424.90	13,550.00	-6,125.10	54.8%
Adult Reference Books (Adult Reference Books)	740.57	1,200.00	-459.43	61.7%
Children's Audio Books (Children's Audio Books)	79.05	700.00	-620.95	11.3%
Children's Books	13,068.15	18,000.00	-4,931.85	72.6%
Children's EBooks (Children's EBooks)	0.00	2,000.00	-2,000.00	0.0%
Young Adult Audio Books (Young Adult Audio Books)	361.02	500.00	-138.98	72.2%
Young Adult Books (Young Adult Books)	2,477.84	6,000.00	-3,522.16	41.3%
<b>Total Books</b>	50,909.23	81,750.00	-30,840.77	62.3%
<b>Movies, Music &amp; (Games)</b>				
Adult CD's/Music (Adult Music)	1,197.35	1,800.00	-602.65	66.5%
Adult DVD's (Adult DVD's)	4,037.17	6,000.00	-1,962.83	67.3%
Children's CD Music	37.98	200.00	-162.02	19.0%
Children's DVD's	826.44	2,000.00	-1,173.56	41.3%
Games	68.00	1,300.00	-1,232.00	5.2%
<b>Total Movies, Music &amp; (Games)</b>	6,166.94	11,300.00	-5,133.06	54.6%
<b>Online services/Databases</b>	6,953.02	6,950.00	3.02	100.0%
<b>Periodical/Non-Book</b>	5,339.10	12,000.00	-6,660.90	44.5%
<b>Total MATERIALS</b>	69,368.29	112,000.00	-42,631.71	61.9%
<b>OPERATIONS</b>				
Association Dues	584.00	1,800.00	-1,216.00	32.4%
<b>Bookkeeping/Payroll Serv. Fee</b>				
Bookkeeping	3,809.85			
Payroll services fee	4,429.05			
Bookkeeping/Payroll Serv. Fee - Other	0.00	14,000.00	-14,000.00	0.0%
<b>Total Bookkeeping/Payroll Serv. Fee</b>	8,238.90	14,000.00	-5,761.10	58.8%



**West Nyack Free library**  
**Profit & Loss Budget vs. Actual**  
**January through October 2022**

	Jan - Oct 22	Budget	\$ Over Budget	% of Budget
Budget Vote	0.00	500.00	-500.00	0.0%
Building & Equipment Services	29,216.47	37,000.00	-7,783.53	79.0%
Conferences & Travel	181.33	3,500.00	-3,318.67	5.2%
Copier	8,703.85	15,000.00	-6,296.15	58.0%
Equipment & Furnishings	0.00	6,213.00	-6,213.00	0.0%
Friends of the Library	1,406.50	1,000.00	406.50	140.7%
Insurance	9,386.46	24,000.00	-14,613.54	39.1%
IT Hardware/Software	753.11	7,000.00	-6,246.89	10.8%
Miscellaneous Expenses	6,623.69	3,000.00	3,623.69	220.8%
Office & Custodial Supplies				
Custodial Supplies	1,589.26			
Office & Custodial Supplies - Other	10,172.21	15,000.00	-4,827.79	67.8%
<b>Total Office &amp; Custodial Supplies</b>	<b>11,761.47</b>	<b>15,000.00</b>	<b>-3,238.53</b>	<b>78.4%</b>
Postage	10,348.95	10,000.00	348.95	103.5%
Printing	4,430.00	10,000.00	-5,570.00	44.3%
Professional Fees	11,200.00	18,000.00	-6,800.00	62.2%
Programs				
Childrens Program	100.00			
Childrens Program Supplies	198.90			
Presenters	13,789.00	20,000.00	-6,211.00	68.9%
Program Supplies	2,173.69			
Programs - Other	100.00			
<b>Total Programs</b>	<b>16,361.59</b>	<b>20,000.00</b>	<b>-3,638.41</b>	<b>81.8%</b>
RCLS/Online Cat/Circulation	42,230.67	50,000.00	-7,769.33	84.5%
Repairs/Intrastructure	3,298.18	31,000.00	-27,701.82	10.6%
Utilities (Water, Gas, Electric & Telephone)	28,791.92	38,000.00	-9,208.08	75.8%
<b>Total OPERATIONS</b>	<b>193,517.09</b>	<b>305,013.00</b>	<b>-111,495.91</b>	<b>63.4%</b>
Payroll Expenses (Payroll expenses)				
Disability Tax	-614.94			
Employee Pension	0.00			
Family Leave Paid (Family leave paid (FLI)-deduction)	-2,494.23			
Flexable Spending Account (FSA)	1,128.22			
Flexible Spending Admin Set up	150.00			
Health Insurance	21,806.99	25,000.00	-3,193.01	87.2%
Salaries	521,688.48	771,755.00	-250,066.52	67.6%
Social Security/Medicare	38,352.55	68,611.00	-30,258.45	55.9%
State Unemployment Tax	6,287.48			
WNFL Pension	3,821.33	11,000.00	-7,178.67	34.7%
<b>Total Payroll Expenses (Payroll expenses)</b>	<b>590,125.88</b>	<b>876,366.00</b>	<b>-286,240.12</b>	<b>67.3%</b>
<b>Total Expense</b>	<b>853,011.26</b>	<b>1,333,379.00</b>	<b>-480,367.74</b>	<b>64.0%</b>
<b>Net Ordinary Income</b>	<b>-826,529.55</b>	<b>0.00</b>	<b>-826,529.55</b>	<b>100.0%</b>
Other Income/Expense				
Other Expense				
workers' compensation	5,039.22			
<b>Total Other Expense</b>	<b>5,039.22</b>			
<b>Net Other Income</b>	<b>-5,039.22</b>	<b>0.00</b>	<b>-5,039.22</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-831,568.77</b>	<b>0.00</b>	<b>-831,568.77</b>	<b>100.0%</b>

**West Nyack Free library**  
**Profit & Loss**  
 January through October 2022

	Jan - Oct 22
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>Gifts</b>	
Friends of the Library	1,307.59
Gifts - Other	658.00
<b>Total Gifts</b>	1,965.59
<b>Grants</b>	8,410.00
<b>Interest Income</b>	
Interest Income-NOW SNB	12,155.90
<b>Total Interest Income</b>	12,155.90
<b>Miscellaneous</b>	
Copier, Print & Fax	851.70
Dividend - insurance	59.82
Fines	2,838.70
Other	200.00
<b>Total Miscellaneous</b>	3,950.22
<b>Total Income</b>	26,481.71
<b>Gross Profit</b>	26,481.71
<b>Expense</b>	
Bank charges	0.00
<b>MATERIALS</b>	
<b>Books</b>	
Adult Audio Books (Adult Audio Books)	4,079.21
Adult Books	21,528.13
Adult EBooks (Adult EBooks)	7,136.83
Adult Reference Books (Adult Reference Books)	740.57
Children's Audio Books (Children's Audio Books)	39.06
Children's Books	13,078.77
Young Adult Audio Books (Young Adult Audio Books)	331.28
Young Adult Books (Young Adult Books)	1,610.43
<b>Total Books</b>	48,544.28
<b>Movies, Music &amp; (Games)</b>	
Adult CD's/Music (Adult Music)	1,197.35
Adult DVD's (Adult DVD's)	4,037.17
Children's CD Music	37.98
Children's DVD's	826.44
Games	68.00
<b>Total Movies, Music &amp; (Games)</b>	6,166.94
<b>Online services/Databases</b>	6,560.72
<b>Periodical/Non-Book</b>	5,339.10
<b>Total MATERIALS</b>	66,611.04
<b>OPERATIONS</b>	
Association Dues	584.00
<b>Bookkeeping/Payroll Serv. Fee</b>	
Bookkeeping	3,809.85
Payroll services fee	4,429.05
<b>Total Bookkeeping/Payroll Serv. Fee</b>	8,238.90
Building & Equipment Services	28,436.95
Conferences & Travel	181.33
Copier	8,703.85
Friends of the Library	1,406.50
Insurance	23,594.46
IT Hardware/Software	753.11
Miscellaneous Expenses	6,623.69

**West Nyack Free library**  
**Profit & Loss**  
**January through October 2022**

	Jan - Oct 22
Office & Custodial Supplies	
Custodial Supplies	1,521.92
Office & Custodial Supplies - Other	9,921.50
	11,443.42
Total Office & Custodial Supplies	11,443.42
Postage	10,348.95
Printing	4,430.00
Professional Fees	23,200.00
Programs	
Childrens Program	100.00
Childrens Program Supplies	198.90
Presenters	13,539.00
Program Supplies	1,979.68
Programs - Other	100.00
	15,917.58
Total Programs	15,917.58
RCLS/Online Cat/Circulation	42,230.67
Repairs/Intrastructure	3,298.18
Utilities (Water, Gas, Electric & Telephone)	28,627.17
	218,018.76
Total OPERATIONS	218,018.76
Other Miscellaneous	60.00
Payroll Expenses (Payroll expenses)	
Disability Tax	-614.94
Employee Pension	0.00
Family Leave Paid (Family leave paid (FLI)-deduction)	-2,494.23
Flexible Spending Account (FSA)	1,128.22
Flexible Spending Admin Set up	150.00
Health Insurance	21,806.99
Salaries	521,688.48
	38,352.55
Social Security/Medicare	6,287.48
State Unemployment Tax	3,821.33
WNFL Pension	
	590,125.88
Total Payroll Expenses (Payroll expenses)	590,125.88
Telephone	-1.36
	874,814.32
Total Expense	874,814.32
Net Ordinary Income	-848,332.61
Other Income/Expense	
Other Expense	
workers' compensation	5,039.22
	5,039.22
Total Other Expense	5,039.22
Net Other Income	-5,039.22
Net Income	-853,371.83

## West Nyack Free library

## Profit &amp; Loss

October 2022

	<u>Oct 22</u>
Ordinary Income/Expense	
Income	
Interest Income	
Interest Income-NOW SNB	3,119.62
Total Interest Income	3,119.62
Miscellaneous	
Copier, Print & Fax	556.60
Fines	355.85
Other	200.00
Total Miscellaneous	1,112.45
Total Income	4,232.07
Gross Profit	4,232.07
Expense	
MATERIALS	
Books	
Adult Audio Books (Adult Audio Books)	416.13
Adult Books	2,760.79
Adult EBooks (Adult EBooks)	1,632.91
Adult Reference Books (Adult Reference Books)	57.88
Children's Books	1,641.79
Young Adult Books (Young Adult Books)	318.74
Total Books	6,828.24
Movies, Music & (Games)	
Adult CD's/Music (Adult Music)	63.48
Adult DVD's (Adult DVD's)	809.44
Childrens DVD's	102.20
Games	54.99
Total Movies, Music & (Games)	1,030.11
Online services/Databases	267.20
Total MATERIALS	8,125.55
OPERATIONS	
Bookkeeping/Payroll Serv. Fee	
Bookkeeping	475.00
Payroll services fee	437.30
Total Bookkeeping/Payroll Serv. Fee	912.30
Building & Equipment Services	2,268.50
Conferences & Travel	164.95
Copier	329.79
IT Hardware/Software	600.00
Miscellaneous Expenses	250.00
Office & Custodial Supplies	
Custodial Supplies	107.52
Office & Custodial Supplies - Other	634.76
Total Office & Custodial Supplies	742.28
Postage	3.32
Programs	
Childrens Program Supplies	10.00
Presenters	1,405.00
Program Supplies	212.26
Total Programs	1,627.26

West Nyack Free library  
**Profit & Loss**  
October 2022

	<u>Oct 22</u>
RCLS/Online Cat/Circulation	9,638.97
Utilities (Water, Gas, Electric & Telephone)	<u>2,264.46</u>
<b>Total OPERATIONS</b>	<b>18,801.83</b>
<b>Payroll Expenses (Payroll expenses)</b>	
Disability Tax	-63.66
Employee Pension	0.00
Family Leave Paid (Family leave paid (FLI)-deduction)	-236.85
Flexible Spending Account (FSA)	150.98
Health Insurance	2,224.36
Salaries	49,726.77
Social Security/Medicare	3,652.22
State Unemployment Tax	<u>203.79</u>
<b>Total Payroll Expenses (Payroll expenses)</b>	<b><u>55,657.61</u></b>
<b>Total Expense</b>	<b><u>82,584.99</u></b>
<b>Net Ordinary Income</b>	<b><u>-78,352.92</u></b>
<b>Net Income</b>	<b><u><u>-78,352.92</u></u></b>

West Nyack Free library

11/8/2022 4:48 PM

Register: STERLING NATIONAL BANK checking

From 10/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/04/2022			-split-	Deposit		X	260.00	21,139.66
10/04/2022	online	Syncb/Amazon	Accounts Payable		684.87	X		20,454.79
10/04/2022			NOW STERLING NA...	Funds Transfer		X	30,000.00	50,454.79
10/11/2022			NOW STERLING NA...	Funds Transfer		X	20,000.00	70,454.79
10/13/2022	462-PR		-split-	Period Ending ...	24,979.90	X		45,474.89
10/13/2022	463-Pens...		Payroll Expenses:Empl...	CIAFF-Period ...	1,035.34	X		44,439.55
10/15/2022	10530	American Copy Mac...	Accounts Payable		27.97	X		44,411.58
10/15/2022	10531	AVAYA Financial S...	Accounts Payable		19.26	X		44,392.32
10/15/2022	10532	Ayam Arts & Collect...	Accounts Payable	Cooking for ki...	380.00			44,012.32
10/15/2022	10533	BAKER & TAYLOR	Accounts Payable		16.89	X		43,995.43
10/15/2022	10534	BRODART	Accounts Payable		1,204.22	X		42,791.21
10/15/2022	10535	Canon Financial Serv...	Accounts Payable		276.82	X		42,514.39
10/15/2022	10536	DEMCO	Accounts Payable		103.12	X		42,411.27
10/15/2022	10537	Janet Mandel	Accounts Payable		200.00			42,211.27
10/15/2022	10538	Joane Seward	Accounts Payable		10.00	X		42,201.27
10/15/2022	10539	Kanopy LLC	Accounts Payable		108.00	X		42,093.27
10/15/2022	10540	Maribeth Durivage	Accounts Payable		150.00			41,943.27
10/15/2022	10541	MicroMarketing LLC	Accounts Payable		33.99	X		41,909.28
10/15/2022	10542	MIDWEST TAPE	Accounts Payable		539.59	X		41,369.69
10/15/2022	10543	Ms. Susan Ferber	Accounts Payable	1/25-2/10/11	3.32			41,366.37
10/15/2022	10544	Optima Communicati...	Accounts Payable		178.00			41,188.37
10/15/2022	10545	ORIENTAL TRADI...	Accounts Payable		59.98	X		41,128.39
10/15/2022	10546	OverDrive	Accounts Payable		676.97	X		40,451.42
10/15/2022	10547	RAMAPO CATSKIL...	Accounts Payable		8,054.98	X		32,396.44
10/15/2022	10548	ROBERT HIEP	Accounts Payable	A/c 7893	314.00	X		32,082.44
10/15/2022	10549	ROCKLAND FIRE ...	Accounts Payable	A/C 84535860...	412.81	X		31,669.63
10/15/2022	10550	STAPLES Contract ...	Accounts Payable		73.78			31,595.85
10/15/2022	10551	Suez Water New Yor...	Accounts Payable	A/C 20000686...	141.16	X		31,454.69
10/15/2022	10552	Suez Water New Yor...	Accounts Payable	A/C 20000220...	30.37	X		31,424.32
10/15/2022	10553	T-Mobile	Accounts Payable		149.30	X		31,275.02
10/15/2022	10554	TK Elevator Corpora...	Accounts Payable		1,155.93	X		30,119.09
10/15/2022	10555	Beatrice Mattaway	Accounts Payable		225.00			29,894.09
10/15/2022	10556	Parvulescu Magdalena	Accounts Payable	6 trpsx2 waysx....	19.30	X		29,874.79
10/15/2022	10557	RSVP	Accounts Payable		250.00			29,624.79
10/15/2022	10558	John Kenrick	Accounts Payable		200.00			29,424.79
10/18/2022	10559	London's Tax Servic...	OPERATIONS:Bookk...	deposit upon si...	475.00			28,949.79
10/18/2022			NOW STERLING NA...	Funds Transfer		X	15,000.00	43,949.79
10/24/2022	10561	BAKER & TAYLOR	Accounts Payable		45.47			43,904.32
10/24/2022	10562	BRODART	Accounts Payable		1,180.18			42,724.14
10/24/2022	10563	Canon Financial Serv...	Accounts Payable		25.00			42,699.14

## West Nyack Free library

11/8/2022 4:48 PM

Register: STERLING NATIONAL BANK checking

From 10/01/2022 through 10/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/24/2022	10564	Danielle Fisher	Accounts Payable		250.00			42,449.14
10/24/2022	10565	MIDWEST TAPE	Accounts Payable		101.70			42,347.44
10/24/2022	10566	ORIENTAL TRADI...	Accounts Payable		42.90			42,304.54
10/24/2022	10567	Piper Mountain Web...	Accounts Payable	Annual website...	600.00			41,704.54
10/24/2022	10568	RAMAPO CATSKIL...	Accounts Payable		1,265.89			40,438.65
10/24/2022	10569	NYS Employee's Hea...	Accounts Payable	Benefits- Healt...	3,959.86			36,478.79
10/24/2022	10570	BRODART	Accounts Payable		932.45			35,546.34
10/24/2022	10571	MicroMarketing LLC	Accounts Payable	Acct#572837- ...	25.49			35,520.85
10/24/2022	10572	Optimum	Accounts Payable	Billing period ...	363.19			35,157.66
10/24/2022	10573	ORANGE & ROCK...	Accounts Payable	Acct#53054-38...	1,692.73	X		33,464.93
10/24/2022	10574	ORANGE AND RO...	Accounts Payable	Acct#09830-52...	37.01	X		33,427.92
10/24/2022	10575	OverDrive	Accounts Payable		955.94	X		32,471.98
10/25/2022	463-Isolve		-split-		401.00	X		32,070.98
10/27/2022	460-PR		-split-	Period Ending ...	24,905.05	X		7,165.93
10/27/2022	461-Pens...		Payroll Expenses:Empl...	CIAFF-Period ...	813.76	X		6,352.17
10/31/2022			-split-	Deposit		X	852.45	7,204.62
10/31/2022	10576	AVAYA Financial S...	Accounts Payable	IP office charges	188.50			7,016.12
10/31/2022	10577	BAKER & TAYLOR	Accounts Payable	Adult books	14.29			7,001.83
10/31/2022	10578	BRODART	Accounts Payable		1,286.66			5,715.17
10/31/2022	10579	MicroMarketing LLC	Accounts Payable		327.22			5,387.95
10/31/2022	10580	MIDWEST TAPE	Accounts Payable		252.39			5,135.56
10/31/2022	10581	RAMAPO CATSKIL...	Accounts Payable	MLUSA subscri...	328.00			4,807.56
10/31/2022	10582	Ready Refresh	Accounts Payable		186.38			4,621.18
10/31/2022	10583	STAPLES Contract ...	Accounts Payable		68.41			4,552.77
10/31/2022	10584	Yixsi Eschavarria	Accounts Payable	HR training for...	145.65			4,407.12
10/31/2022			NOW STERLING NA...	Funds Transfer...		X	25,054.21	29,461.33
10/31/2022			NOW STERLING NA...	Funds Transfer...		X	4,678.65	34,139.98

West Nyack Free Library  
Board of Trustees Meeting  
Director's Report  
November 14, 2022

## Administration

- Reviewing all policies and procedures
- Insurance is up-to-date, paid over the phone due to a lost check.
- Pavers have been received, install is being scheduled.

### Admin Department Notes

- Created policy binder for new director
- Trained/changed administrative accounts
- Publicized "The Great Give Back" & "The Heritage of West Nyack Festival"
- Trained/Assisted new bookkeeper with our policies and procedures
- Trained/Assisted new Human Resources Assistant
- Followed up with the "Engrave - A - Paver" project - pavers are engraved
- Set up training session with Bullet Security

## Buildings & Grounds

- Landscaping project was completed.
- Toured storage areas, they are in need of cleaning and organizing, part of priorities list.
- Bullet Security came by to install the program for the cameras on director's computer and mobile phone.
- Met with Michael Esmay for an update of where the Children's Department remodel project left off.
- Elevator is functioning again.

## Collections & Programming

- Circulation Department Notes
  - In October the library participated in The Great Give Back. Patrons and staff donated over 150 items to The Center for Safety & Change.
  - Additionally, a student asked if he could set up a collection bin to collect food for People to People. Patrons and staff have been donating to this cause as well.
  - Hired a new Page for Monday evenings, Jessica Glozman.



- Adult Department Notes
  - Adult programs were popular with our patrons this month with a record attendance of 176.
  - Hosted a Defensive Driving Class, had 22 people attend and a waiting list. The library is offering another class in November.
  - The Movie Matinees are very popular with our patrons, registration fills up quickly.
  - Just Desserts Mystery Book Club, hosted by Dina R, met on October 19th. There were 12 people in attendance.
  
- Children's Department Notes
  - With help from Circulation, created 75 craft project kits to be distributed at the Heritage Festival.
  - In addition to our popular Grab & Go passive programming, we hosted art, craft, STEAM, and toddler programs for participants from babies with caregivers to 11 year olds.
  - Daisy troop 40076 from West Nyack Elementary School visited the library, they enjoyed a tour, a story, and pizza on the patio.

#### Outreach & Advocacy

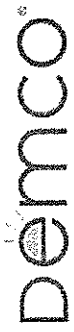
- Heritage fest participation

#### Meetings

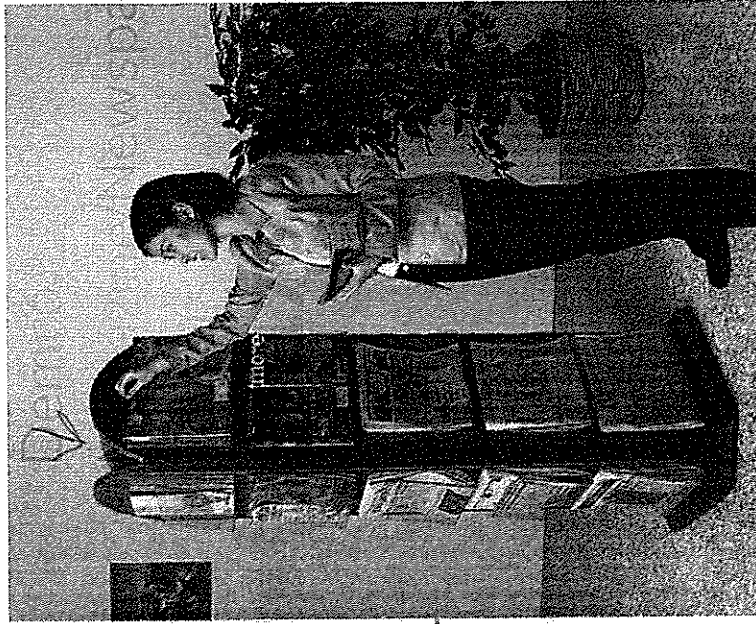
Oct 17-Nov 14	Director met with all staff members individually Director met with multiple Board members individually
October 10, 2022	Susan F. virtually attended Comics Plus Training
November 4, 2022	Met with Architect Mr. Esmay and Steve and Lorette to learn of where planning left off for Children's room.
November 2, 2022	Met with Board Treasurer to discuss salary docs needed for next Board meeting
November 7, 2022	Manager's meeting
November 7, 2022	Toured library / met with director of Pearl River, learned about RCLS programs.

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## Environmental Inspection Proposal

November 7, 2022

Jason Mitrani  
West Nyack Library  
65 Strawtown Road  
West Nyack, NY 10994

Dear Jason,

RTK Environmental Group proposes to perform a mold assessment at 65 Strawtown Road, West Nyack, NY. The purpose of this inspection is to identify current mold conditions in the basement of the library for informational purposes. Below is a summary of this service and associated costs.

### Mold Assessment

- This inspection is performed by a licensed mold assessor.
- Visual inspection of the affected areas. Noninvasive measurements are taken to identify current moisture and humidity conditions.
- Collection of air and surface samples in the affected areas to identify mold spore types and spore levels in the air, and concentrations of surface growth. Samples are analyzed by an independent laboratory.
- The report includes a summary of findings, laboratory results, and a protocol for appropriate mold remediation and cleaning.

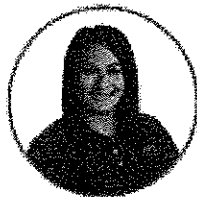
### Pricing and Turnaround

- Mold Assessment and Report: \$495 plus samples
- Mold Samples, Air or Surface: \$95 per sample for lab analysis
  - We collect one baseline air sample outside the dwelling. Indoor sampling areas are discussed on-site.
- Your report is sent by email 5 business days after the date of inspection.

Thank you for the opportunity to work with you on this project. For 25 years, we've been trusted to provide the most professional and precise environmental testing in the Tri-State area. Please contact me with any questions regarding this proposal.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "K. Jordan", written over a light blue horizontal line.



Katrina Jordan  
Client Services Coordinator  
[kj@rtkenvironmental.com](mailto:kj@rtkenvironmental.com)



Thank you for showing an interest in the services my company can perform, below are just some that are either included as part of your inspection or can be done at a slight additional cost. A complete description of included services can be viewed on our website: [Abetheinspector.com](http://Abetheinspector.com)

Home Inspection Services use only New York State, New Jersey and Connecticut licensed inspectors, which are fully knowledgeable in all aspects of the home's construction and systems. We are also A.S.H.I. (American Society of Home Inspectors) certified, with more than 14 years' experience. We are available seven days a week.

All reports are computer generated and are unique to each inspection. Reports include color photos, which help to show any deficiencies found, as well as helpful tips. The inspector will answer any questions that might be asked during the inspection process and give a summary of the homes condition at the end of the inspection. Reports are incredibly detailed and cover all aspects of the home.

All reports are completed within a timely fashion which is then e-mailed directly to you. An information packet is also supplied to make the purchase of the home as informative as possible.

Pest and wood destroying insect inspections are performed by a licensed inspector. Inspections are available at a discounted rate. [Some restrictions apply]

**We can also perform radon test, water sample test, mold surface sampling, as well as air quality samples** (These tests are not included in the inspection fee) All tests are done by a certified inspector.

***Exterior:***

Roof, Flashing, Chimney, Gutters, Downspouts, Siding, Trim, Windows, Doors, Driveways, Decks, Porches, Patios  
Landscaping, Drainage, and many other items.  
Much More.

***Interior:***

Heating & Cooling Systems, Plumbing Systems, Electrical Systems, Walls, Floors, Ceiling, Windows  
Structures, Basements, Crawl Spaces, Attics and many other items, Basic Mold Evaluation  
Much More.

For a more thorough explanation of the services performed, visit our website: [abetheinspector.com](http://abetheinspector.com)

**PLUS, MUCH MORE!**

All reports are performed according to A.S.H.I. standards and satisfaction is guaranteed.

**NEW SERVICE ADDED**

**Mold Assessor:**

**Licensed Mold Assessor. We use multiple devices to locate moisture intrusion issues as well as detecting bio-organic growth conditions. Air samples as well as contact samples can be performed. A work assessment report is also available. Basic Mold Inspection is included in the standard home inspection being performed.**

**Infrared Thermography:**

Used in evaluating the existing conditions found on the interior of the walls, such as missing insulation, overheating electrical circuits and hidden water leaks, which performed by a level 1 certified inspector.

Thermography or infrared scanning is used in determining the most cost-effective way of saving energy in your home. This will show all missing insulations as well drafts and hidden water issues. **It's not what you can see that matters but what you can't see.**

**Please Note: Inspections are non-destructive [Visual only]. We do not estimate repairs although a estimate repair and life expectancy document can be found on the library page of our web site. We recommend consulting with licensed professionals in the fields suggested in your report prior to closing to further evaluate and estimate cost.**

If you have any questions, please contact me at the phone number listed below.  
Thank you in advance for your consideration.

**Abe Kurek - Home Inspection Services**  
**845-821-4063**  
Web Site [abetheinspector.com](http://abetheinspector.com)

N.Y Lic# 16000032112, N.J. Lic# 24GI00143700, CT# HOI.0000917  
Termite Lic# T3871609  
Mold Assessor Lic # 00478  
Level 1 Thermography Cert# 54778  
North American Deck and Railing Association Certified  
A+ Rating Better Business Bureau Accreditation

**You have requested an estimate of the fees incurred.**

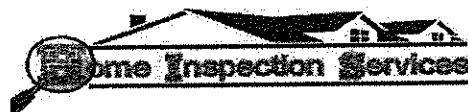
Location: West Nyack Library  
Date & Time: To be decided.  
Inspector: Abe Kurek

Inspection Fee: \$ 325.00 [Includes visual evaluation using moisture meters and thermal scans. Also includes lab reports [Testing additional] and mitigation protocol. Testing is \$125.00 per sample. Air testing is a two-sample minimum.

Payment Accepted: Cash, Personal Check, Venmo, Zelle, Credit Card [4% processing fee applies]  
Due at time of inspection

Again, thank you for your interest and feel free to contact me.

Abe Kurek  
Home Inspection Services  
845-821-4063





## H.N.S.T. Mold Inspections & Environmental Testing

15 Johnstown Rd, Sloatsburg, NY, 10974  
845-215-9258 201-733-0091

[www.Hnstmoldinspections.com](http://www.Hnstmoldinspections.com) [Contact@hnstmoldinspections.com](mailto:Contact@hnstmoldinspections.com)

ACAC- Council Certified Indoor Environmental Consultant-CIEC

NY State Department of Labor Mold Assessor License #00077

EPA & NY State Asbestos Inspector License #18-43643

EPA Lead Based Paint Inspector #LBP-I—1214131-1

### Estimate for Mold Inspection, Microbial Sampling & Limited IAQ Survey

- Conduct a thorough visual inspection of all rooms/offices, i.e., basement, crawlspace, attic, etc., or conduct a limited inspection of impacted areas in the home/office/building.
- As part of the inspection, base moldings may be partially removed, carpet materials and ceiling tiles lifted, ceiling cavities & access panels inspected. Invasive inspection of wall and ceiling cavities can be conducted with prior or onsite approval. Visual inspection may be limited if all areas are not accessible.
- Inspect interior of the Air Handler/HVAC unit, registers/vents & ductwork (where accessible)
- Conduct moisture mapping of all surface areas, sub grade walls in the basement, areas of plumbing, entry points around windows and doors, ceilings, etc, within the building/home/ or impacted areas using a Surveymaster Protimeter Moisture Meter and/or a FLIR M60 and a FLIR E6 Thermal Imaging Camera.
- Collect IAQ (indoor air quality readings) to include, RH% (relative humidity) & Temperature readings, CO2 (carbon dioxide/ventilation), respirable particulate 2.5 & 10ug/m, TVOC (total volatile organic compounds) & Formaldehyde meter readings throughout the home/building.
- Collect non-viable air and/or surface mold samples. Air samples are collected using a factory calibrated Zefon bio pump calibrated to 15LPM and Air o Cell spore trap cassettes for a period of 5-10 minutes, the pump is field calibrated prior to each use. ***One air quality sample must be collected outside the property as a control, a 2<sup>nd</sup> is sometimes required if more than 10 samples are collected.***
- We typically recommend one air sample per every approx. 500-700 square feet of occupied space. Recommendations for sample locations will vary by building layout.
- Core/wall/ceiling cavity samples can be collected to determine hidden mold in the wall and/or ceiling cavities. Surface samples are collected using a bio tape or swab method and used to document suspect mold growth on the building materials.
- Identify any potential asbestos containing materials and or damaged paint potential lead containing.
- Provide laboratory report from AIHA Accredited Laboratory based on samples collected.
- Provide written inspection report with our findings, interpretations of the laboratory report, a conclusion, and any recommendations, including photographic documentation.
- Provide a detailed scope of work/protocol for mold removal or letter of clearance following successful mold remediation. (if applicable)

**Our pricing structure & sampling fees are as follows:**

Inspection Fee including Inspection Report/Protocol .....\$450.00

**Microbial Sampling Fees:**

Non-Viable Samples @ .....\$95.00

Based on the size of the Storage area in question, we recommend collecting two air samples along with the required outdoor control sample for three samples total.

Total for Inspection of the Storage Area, 3 Microbial Samples & a Summary Report.....**\$735.00**

*This proposal is representative of inspecting and sampling one small commercial property on one site visit. Any follow up/clearance inspection visits will be proposed and billed separately. HNST Mold Inspections will not collect any/or any additional mold samples without prior or onsite approval & any samples proposed deemed unnecessary during our inspection will be discounted from the final invoice. The base inspection fee may be reflective of the recommended number of samples outlined. Any deviations may change the inspection fee. (applies only to above normal or large homes or large commercial properties).*

**I look forward to working with you**

**Respectfully,**

**John Skelly, CMI, CMR, CIEC  
HNST Mold Inspections LLC  
Council Certified Indoor Environmental Consultant  
NYS DOL Individual Mold Assessor License #00057  
NY State Asbestos Inspector License #18-43643  
EPA Lead Based Paint Inspector # LBP-I—1214131-1**





# American Council for Accredited Certification

hereby certifies that

## John J. Skelly

has met all the specific standards and qualifications of the certification process and is hereby certified as a

# CIEC

## Council-certified Indoor Environmental Consultant

This certificate expires on May 31, 2024.

Charles F. Wiles, Executive Director

2205018

Certificate Number

This certificate remains the property of the American Council for Accredited Certification.

